



IBM Content Navigator



IBM Content Navigator

# FileNet User Guide for Design

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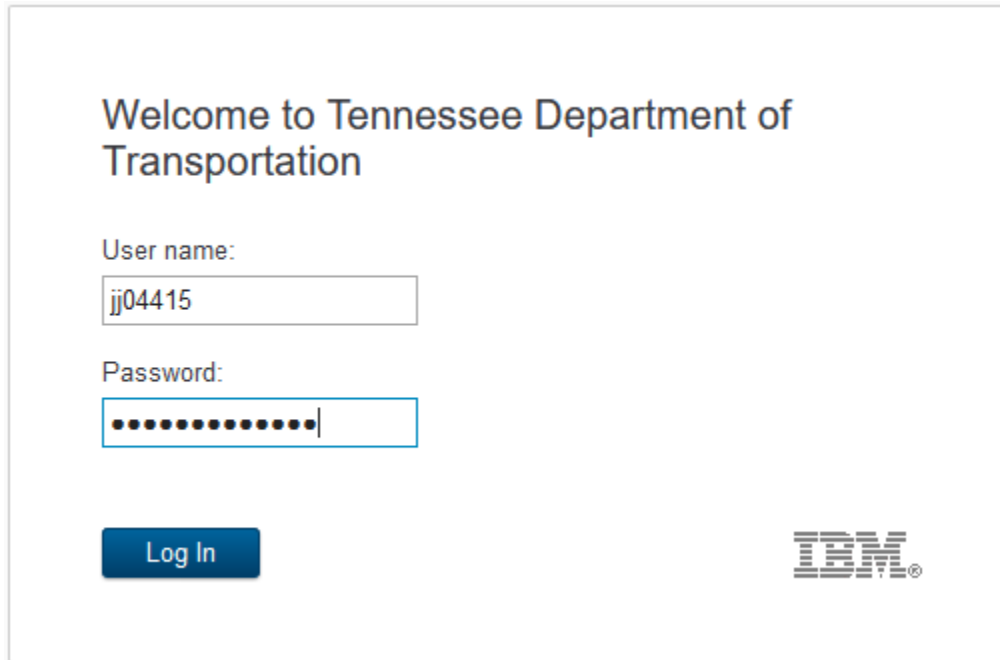
Acrobat pdf document which contains the workflows for using FileNet with instructions on starting, logging in, searching for files, loading files and file property editing.

# FileNet User Guide for Design

## Launching the FileNet Application

1. In Internet Explorer, navigate to <https://ae5.ecm.tn.gov/navigator/?desktop=TDOT>.

The following Dialog Box Appears:



The dialog box is titled "Welcome to Tennessee Department of Transportation". It contains two input fields: "User name:" with the value "jj04415" and "Password:" with a masked password represented by dots. Below the password field is a blue "Log In" button. The IBM logo is visible in the bottom right corner of the dialog box.

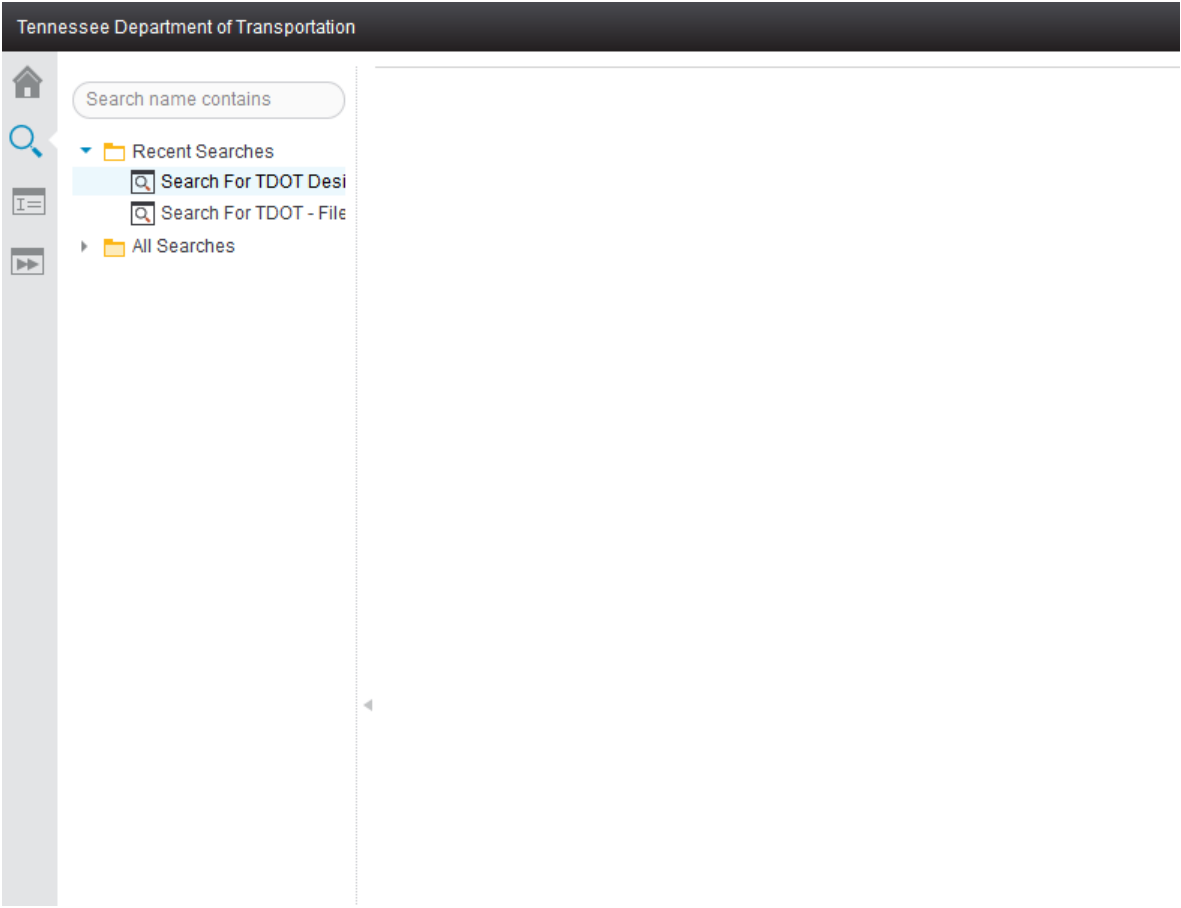
2. Logging on to FileNet

Key in your Username and Password

Username and Password must be entered. It will be the same as your computer login and password.

Click Log In

# The Main Screen Interface



## Searching FileNet

Tennessee Department of Transportation

Search name contains

- Recent Searches
  -  Search For TDOT - File Room Documents
  -  Search For TDOT Design Documents
- All Searches
  -  CBR Search
  -  Search Aeronautics Engineering Documents
  -  Search Aeronautics Planning Documents
  -  Search Bridge Inspections
  -  Search for All TDOT Documents by Bridge ID
  -  Search for Hydraulic Documents
  -  Search for Maintenance Documents
  -  Search for Pin Inspection, Underwater Inspection Plans, and Fracture Critical Plans
  -  Search for ROW Utility Documents
  -  Search For TDOT - File Room Documents
  -  Search for TDOT Asbestos Inspection Report Documents
  -  Search For TDOT Design Documents
  -  Search for TDOT Environmental Documents
  -  Search for TDOT General Documents
  -  Search for TDOT Info Documents
  -  Search for TDOT Inspection Report Documents
  -  Search for TDOT Project Ledger Documents
  -  Search for TDOT Shop Drawings Documents
  -  Search for TDOT Sign Documents
  -  Search for TDOT Small Structures Documents

## Simple Search Example:

Click on 'Search for TDOT Design Documents' to search for PIN Number '100255.00'.

Type in the value '100255.00' to search for all instances of this PIN number. Click Search to initiate the search.

Search For TDOT Design Documents x

Search Criteria:

Search in: TDOT

Search options: Released version

File Type: ?

Equals

Project Type: ?

Equals

Plan Type: ?

Equals

Pin (#####.##): ?

Equals

100255.00

Contract Number: ?

Equals

Design Creator: ?

Equals

County: ?

Equals

Region: ?

Equals

Added On: ?

Between

M/d/yyyy

and

M/d/yyyy

Search

Reset

Results Display

☐ Display all properties

☐ Keep search criteria open

Search Results: A list of all files that meet the search criteria will be displayed in the window below the search criteria boxes.

Search For TDOT Design Documents x

Search Criteria:

Search in: TDOT

Search options: Released version

Search Results

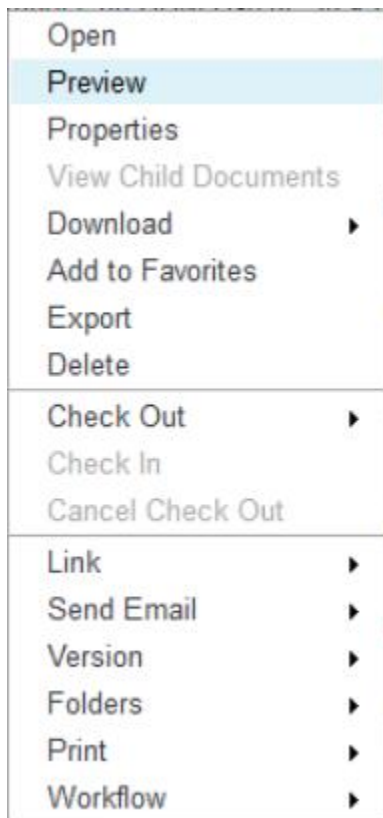
Refresh

Actions

Showing results for: Search For TDOT Design Documents

| Name                                  | Plan Type          | File Type                    | Project Type               | Pin (#####.##) | Contract Number | Design Creator | County | Region   | Project Description                                            | Added On            |
|---------------------------------------|--------------------|------------------------------|----------------------------|----------------|-----------------|----------------|--------|----------|----------------------------------------------------------------|---------------------|
| 100255.00 ROW-Rev-05-30-13-Form.pdf   | Right-of-Way Plans | Document Files (*.pdf *.xls) | Transportation Improvement | 100255.00      | x               | Greg Taylor    | McMinn | Region 2 | SR-30 from 4-lane section in Athens to east of County Road 609 | 6/5/2013, 8:37 AM   |
| 100255.00 ROW-Rev-05-30-13-Sheets.pdf | Right-of-Way Plans | Document Files (*.pdf *.xls) | Transportation Improvement | 100255.00      | x               | Greg Taylor    | McMinn | Region 2 | SR-30 from 4-lane section in Athens to east of County Road 609 | 6/5/2013, 8:40 AM   |
| 100255.00-row.PDF                     | Right-of-Way Plans | Document Files (*.pdf *.xls) | Transportation Improvement | 100255.00      | CNH243          | Greg Taylor    | McMinn | Region 2 | SR-30 (White Street) Athens to Etowah                          | 10/14/2010, 2:30 PM |
| 100255.00-ROW-Rev-01-25-12.pdf        | Right-of-Way Plans | Document Files (*.pdf *.xls) | Transportation Improvement | 100255.00      | x               | Greg Taylor    | McMinn | Region 2 | SR-30 Athens to Etowah                                         | 1/25/2012, 10:43 AM |
| 100255.00-ROW-Rev-05-30-13 2.0.pdf    | Right-of-Way Plans | Document Files (*.pdf *.xls) | Transportation Improvement | 100255.00      | x               | Greg Taylor    | McMinn | Region 2 | SR-30 From 4 Lane section in Athens to east of County Rd. 609  | 6/26/2013, 10:34 AM |

Right-click on the file you wish to download. A dropdown list appears



**Open** – Opens the file you wish to view

**Preview** – Brings up a secondary window and shows content of file.

**Properties** – You can view or edit the properties of this item. If you have the appropriate permissions, you can also modify the security of the item. However, you cannot change the system properties.

**View Child Documents** – unavailable

### **Download**

- **As Original** – download file as its originally saved (pdf, zip, exe, docx, xlsx, etc.).
- **As PDF** – download any file as a PDF.
- **Download All** – if you have multiple files selected, you can download all files at once.
- **All Parts as a PDF file** – If you have multiple files selected, each file can be converted into separate PDF files.

**Add to Favorites** – Add file to your 'Favorites' folder on your homepage.

**Export** – Select the properties that you want to export and specify the order that they will be displayed.

**Delete** – Delete file selected.

## Check Out

- **Check Out and Download** – you can check out and download the selected file. While the file is checked out, the information and property are locked.
- **Check Out Only** – you can check out the selected file on-screen. While the file is checked out, the information and property are locked.

**Check In** – you can check in the file that you checked out previously.

**Cancel Check Out** – you can cancel checked out files.

## Link

- **View Link** – you can copy and paste the link into emails, chats, and web pages. If there are multiple versions of the item, specify which version you want to link to.

## Send Email

- **As a Link** – paste a link of the file in an email.
- **As an Attachment** – attach file to an email.
- **All Parts as a Compressed File** – creates a compressed file (.zip) of all files selected.
- **As PDF** – converts file to PDF and attach it to an email.
- **All Parts as a PDF File** – convert multiple files to a single PDF file.

## Version

- **Promote Version** – takes current selected file and replaces the file of a newer version.
- **Demote Version** – takes current selected file and replaces the file of an older version.

## Folders

- **Add to Folder** – you can add items to one or more folders. If an item is already in a folder, it remains in that folder and is added to any additional folders that you specify.
- **Move to Folder** – you can move items from one folder to another.
- **Remove from Folder** – you can remove items from folders. However, removing an item from all folders does not remove the item from the repository. You can still retrieve the item by running a search. Only the folder that you have view privileges for are shown in this list.

## Print

- **Document** – print selected file.
- **All Parts** – print all selected files.

## Workflow

- **Launch Workflow**
  - **Parallel Review** – The work item will be reviewed by all reviewers at the same time.
  - **Sequential Review** – The work item will be reviewed by each reviewer in order.

### Adding a TDOT Design Document

From the FileNet Main Screen Interface, click on Add a TDOT Design Document.

The screenshot shows the 'Entry Template Manager' interface for the Tennessee Department of Transportation. The interface includes a sidebar with navigation icons (Home, Search, and a circled 'I=' icon) and a main content area with a list of document templates. The 'Add TDOT Design Document' option is highlighted with a red oval.

| Tennessee Department of Transportation |                                         |                                                                                                                                                 |  |
|----------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Entry Template Manager                 |                                         |                                                                                                                                                 |  |
| Refresh   New Entry Template   Actions |                                         |                                                                                                                                                 |  |
|                                        | <b>Add Project Ledger Documents</b>     | Description:   Class Name:   Template Type: <b>document</b>   Workflow Name:                                                                    |  |
|                                        | <b>Add Right of Way Document</b>        | Description:   Class Name:   Template Type: <b>document</b>   Workflow Name:                                                                    |  |
|                                        | <b>Add Shop Drawing Document</b>        | Description: <b>TDOT Shop Drawings</b>   Class Name:   Template Type: <b>document</b>   Workflow Name:                                          |  |
|                                        | <b>Add STID ETSA Documents</b>          | Description: <b>Environmental Technical Study Area</b>   Class Name: <b>ETSA</b>   Template Type: <b>document</b>   Workflow Name:              |  |
|                                        | <b>Add TDOT Design Document</b>         | Description:   Class Name:   Template Type: <b>document</b>   Workflow Name:                                                                    |  |
|                                        | <b>Add TDOT Structure Documents</b>     | Description:   Class Name:   Template Type: <b>document</b>   Workflow Name:                                                                    |  |
|                                        | <b>Add Transit Application Document</b> | Description: <b>Add Transit Application Document</b>   Class Name: <b>Transit Application</b>   Template Type: <b>document</b>   Workflow Name: |  |
|                                        | <b>Add Transit Contract Document</b>    | Description: <b>Add Transit Contract Document</b>   Class Name: <b>Transit Contract</b>   Template Type: <b>document</b>   Workflow Name:       |  |

The following window will open.

General

\* Entry template: Add TDOT Design Document

What do you want to save? Local document

\* File name: Browse... No files selected.

Properties

\* Class: Design

\* Document Title: ?

\* County: ?

\* Region: ?

\* Project Description: ?

\* Pin (#####): ?

\* Contract Number: ?

\* Design Creator: ?

\* Longitude: ?

\* Latitude: ?

\* Project Type: ?

\* File Type: ?

\* Plan Type: ?

Content Services ID: ?

Add the document you want on FileNet

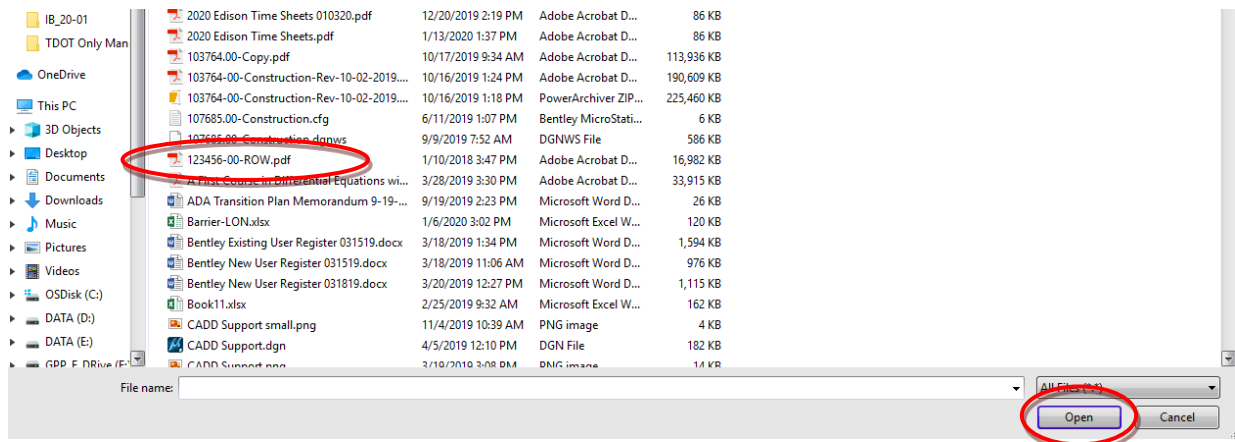
General

\* Entry template: Add TDOT Design Document

What do you want to save? Local document

\* File name: Browse... No files selected.

With Local File selected, click on the Browse button and navigate to the location of your project document file. Select the file and then click Open.



The following screen shows the file is added to FileNet. Click Ok.

General

Entry template:

Add TDOT Design Document

What do you want to save?

Local document

File name:

Browse...

123456-00-ROW.pdf

Enter the Document Title. Refer to the Design Guidelines/Instructional Bulletins for the proper naming conventions.

Properties

Class: Design

Document Title: ?

123456-00-ROW.pdf

County: ?

Region: ?

Project Description: ?

Select the County.

Properties

Class: Design

Document Title: ?

123456-00-ROW.pdf

County: ?

Bedford

Out of State

Statewide

Anderson

Bedford

Benton

Bledsoe

Blount

Bradley

Region: ?

Project Description: ?

Pin (#####.##): ?

Contract Number: ?

Design Creator: ?

Longitude: ?

Latitude: ?

Project Type: ?

File Type: ?

Plan Type: ?

Content Services ID: ?

Enter the Region.

▼ Properties

\* Class: Design

\*Document Title: ? 123456-00-ROW.pdf

\*County: ? Bedford

\*Region: ? Region 3

\*Project Description: ? HQ

\*Pin (#####.##): ? Region 1

\*Contract Number: ? Region 2

\*Design Creator: ? Region 3

\*Longitude: ? Region 4

\*Latitude: ?

\*Project Type: ?

\*File Type: ?

\*Plan Type: ?

Content Services ID: ?

Enter the Project Description for the Project.

▼ Properties

\* Class: Design

\*Document Title: ? 123456-00-ROW.pdf

\*County: ? Bedford

\*Region: ? Region 3

\*Project Description: ? SR-286 Bridge over Barren Fork River @ LM 2.54

\*Pin (#####.##): ?

\*Contract Number: ?

\*Design Creator: ?

\*Longitude: ?

\*Latitude: ?

\*Project Type: ?

\*File Type: ?

\*Plan Type: ?

Content Services ID: ?

Enter the PIN # for project. In this example, it is 123456.00.

#### ▼ Properties

\* Class:

|                         |                                                |
|-------------------------|------------------------------------------------|
| *Document Title: ?      | 123456-00-ROW.pdf                              |
| *County: ?              | Bedford                                        |
| *Region: ?              | Region 3                                       |
| *Project Description: ? | SR-286 Bridge over Barren Fork River @ LM 2.54 |
| *Pin (#####.##): ?      | 123456.00                                      |
| *Contract Number: ?     |                                                |
| *Design Creator: ?      |                                                |
| *Longitude: ?           |                                                |
| *Latitude: ?            |                                                |
| *Project Type: ?        |                                                |
| *File Type: ?           |                                                |
| *Plan Type: ?           |                                                |
| Content Services ID: ?  |                                                |

Enter in a space for the Contract Number. Once a project has been assigned a Contract Number, then update the file properties with this number. The Design Manager will be responsible for notifying the Designer of the Contract Number. This number can also be looked up in PPRM. Go to Project Manager and look in the Letting Data Form.

#### ▼ Properties

\* Class:

|                         |                                                |
|-------------------------|------------------------------------------------|
| *Document Title: ?      | 123456-00-ROW.pdf                              |
| *County: ?              | Bedford                                        |
| *Region: ?              | Region 3                                       |
| *Project Description: ? | SR-286 Bridge over Barren Fork River @ LM 2.54 |
| *Pin (#####.##): ?      | 123456.00                                      |
| *Contract Number: ?     | N/A                                            |
| *Design Creator: ?      |                                                |
| *Longitude: ?           |                                                |
| *Latitude: ?            |                                                |
| *Project Type: ?        |                                                |
| *File Type: ?           |                                                |
| *Plan Type: ?           |                                                |
| Content Services ID: ?  |                                                |

Enter the Design Creator. This is the Designer Name or the Design Manager over the project.

▼ Properties

\* Class:

|                         |                                                |
|-------------------------|------------------------------------------------|
| *Document Title: ?      | 123456-00-ROW.pdf                              |
| *County: ?              | Bedford                                        |
| *Region: ?              | Region 3                                       |
| *Project Description: ? | SR-286 Bridge over Barren Fork River @ LM 2.54 |
| *Pin (#####.##): ?      | 123456.00                                      |
| *Contract Number: ?     | N/A                                            |
| *Design Creator: ?      | Seandrell McLemore                             |
| *Longitude: ?           | Samuel I. Reed                                 |
| *Latitude: ?            | Scott Boles                                    |
| *Project Type: ?        | Scott Johnson                                  |
| *File Type: ?           | Scott Pate                                     |
| *Plan Type: ?           | Seandrell McLemore                             |
| Content Services ID: ?  | Seth Bradley                                   |
|                         | Seth Hendren                                   |
|                         | Shane Hester                                   |
|                         | Shelby Cohen                                   |

Enter in the Latitude and Longitude for the project. These refer to the values entered in the Estimated Quantities file, which is the mid-point for the project. For information concerning conversion of state plane coordinates to Latitude and Longitude click the following link:

[https://www.tn.gov/content/dam/tn/tdot/roadway-design/documents/cadd\\_files/documents/State%20Plane%20Coordinates%20to%20LatLong.pdf](https://www.tn.gov/content/dam/tn/tdot/roadway-design/documents/cadd_files/documents/State%20Plane%20Coordinates%20to%20LatLong.pdf)

▼ Properties

\* Class:

|                         |                                                |
|-------------------------|------------------------------------------------|
| *Document Title: ?      | 123456-00-ROW.pdf                              |
| *County: ?              | Bedford                                        |
| *Region: ?              | Region 3                                       |
| *Project Description: ? | SR-286 Bridge over Barren Fork River @ LM 2.54 |
| *Pin (#####.##): ?      | 123456.00                                      |
| *Contract Number: ?     | N/A                                            |
| *Design Creator: ?      | Seandrell McLemore                             |
| *Longitude: ?           | W 86 27 32.0646                                |
| *Latitude: ?            | N 35 29 23.6214                                |
| *Project Type: ?        |                                                |
| *File Type: ?           |                                                |
| *Plan Type: ?           |                                                |
| Content Services ID: ?  |                                                |

Select Project Type for the type of project you want to upload. In this example, a resurfacing project is selected.

#### ▼ Properties

\* Class:

|                         |                                                   |
|-------------------------|---------------------------------------------------|
| *Document Title: ?      | 123456-00-ROW.pdf                                 |
| *County: ?              | Bedford                                           |
| *Region: ?              | Region 3                                          |
| *Project Description: ? | SR-286 Bridge over Barren Fork River @ LM 2.54    |
| *Pin (#####.##): ?      | 123456.00                                         |
| *Contract Number: ?     | N/A                                               |
| *Design Creator: ?      | Seandrell McLemore                                |
| *Longitude: ?           | W 86 27 32.0646                                   |
| *Latitude: ?            | N 35 29 23.6214                                   |
| *Project Type: ?        | Resurfacing Project                               |
| *File Type: ?           | Resurfacing Project<br>Transportation Improvement |
| *Plan Type: ?           |                                                   |
| Content Services ID: ?  |                                                   |

Select the File Type for the project you want to upload. In this example, a PDF planset will be uploaded, so Document Files is selected.

#### ▼ Properties

\* Class:

|                         |                                                                                               |
|-------------------------|-----------------------------------------------------------------------------------------------|
| *Document Title: ?      | 123456-00-ROW.pdf                                                                             |
| *County: ?              | Bedford                                                                                       |
| *Region: ?              | Region 3                                                                                      |
| *Project Description: ? | SR-286 Bridge over Barren Fork River @ LM 2.54                                                |
| *Pin (#####.##): ?      | 123456.00                                                                                     |
| *Contract Number: ?     | N/A                                                                                           |
| *Design Creator: ?      | Seandrell McLemore                                                                            |
| *Longitude: ?           | W 86 27 32.0646                                                                               |
| *Latitude: ?            | N 35 29 23.6214                                                                               |
| *Project Type: ?        | Resurfacing Project                                                                           |
| *File Type: ?           | Document Files (*.pdf *.xls)<br>Design Files (*.exe)<br>Document Files (*.pdf *.xls)<br>*.zip |
| *Plan Type: ?           |                                                                                               |
| Content Services ID: ?  |                                                                                               |

Select the Plan Type for the file being uploaded.

▼ Properties

\* Class:

|                         |                                                                                                                                                                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *Document Title: ?      | 123456-00-ROW.pdf                                                                                                                                                                                                                                         |
| *County: ?              | Bedford                                                                                                                                                                                                                                                   |
| *Region: ?              | Region 3                                                                                                                                                                                                                                                  |
| *Project Description: ? | SR-286 Bridge over Barren Fork River @ LM 2.54                                                                                                                                                                                                            |
| *Pin (#####.##): ?      | 123456.00                                                                                                                                                                                                                                                 |
| *Contract Number: ?     | N/A                                                                                                                                                                                                                                                       |
| *Design Creator: ?      | Seandrell McLemore                                                                                                                                                                                                                                        |
| *Longitude: ?           | W 86 27 32.0646                                                                                                                                                                                                                                           |
| *Latitude: ?            | N 35 29 23.6214                                                                                                                                                                                                                                           |
| *Project Type: ?        | Resurfacing Project                                                                                                                                                                                                                                       |
| *File Type: ?           | Document Files (*.pdf *.xls)                                                                                                                                                                                                                              |
| *Plan Type: ?           | Right-of-Way Plans                                                                                                                                                                                                                                        |
| Content Services ID: ?  | Preliminary Field Review Plans<br>Preliminary Plans<br>Project Folder<br>Right-of-Way Field Review Plans<br>Right-of-Way Plans<br>Secondary Work Zone Significance Determination & Transportation Management Plan<br>Soils and Geological Report<br>Other |

Click Add.

▼ Properties

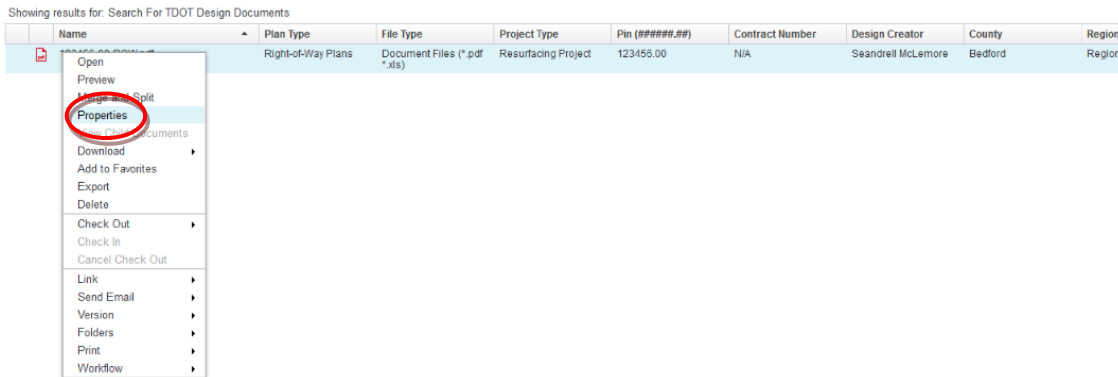
\* Class:

|                         |                                                |
|-------------------------|------------------------------------------------|
| *Document Title: ?      | 123456-00-ROW.pdf                              |
| *County: ?              | Bedford                                        |
| *Region: ?              | Region 3                                       |
| *Project Description: ? | SR-286 Bridge over Barren Fork River @ LM 2.54 |
| *Pin (#####.##): ?      | 123456.00                                      |
| *Contract Number: ?     | N/A                                            |
| *Design Creator: ?      | Seandrell McLemore                             |
| *Longitude: ?           | W 86 27 32.0646                                |
| *Latitude: ?            | N 35 29 23.6214                                |
| *Project Type: ?        | Resurfacing Project                            |
| *File Type: ?           | Document Files (*.pdf *.xls)                   |
| *Plan Type: ?           | Right-of-Way Plans                             |
| Content Services ID: ?  |                                                |

Add  
Cancel

## Modifying File Property Values

Right-click on the selected file and select Properties.



The following dialog opens showing information about the file. You can click into any fields and make changes and corrections to the property values.

Properties

Document Title: ?

123456-00-ROW.pdf

County: ?

Bedford

Region: ?

Region 3

Project Description: ?

SR-286 Bridge over Barren Fork River @ LM 2.54

Pin (#####.##): ?

123456.00

Design Creator: ?

Seandrell McLemore

Longitude: ?

W 86 27 32.0646

Latitude: ?

N 35 29 23.6214

Project Type: ?

Resurfacing Project

File Type: ?

Document Files (\*.pdf \*.xls)

Plan Type: ?

Right-of-Way Plans

Content Services ID: ?

Contract Number: ?

N/A

System Properties

However, you cannot change the system properties.

Document Title: 123456-00-ROW.pdf

County: Bedford

Region: Region 3

Project Description: SR-286 Bridge over Barren Fork River @ LM 2.54

Pin: 123456.00

Design Creator: Seandrell McLemore

Longitude: W 86 27 32.0646

Latitude: N 35 29 23.6214

Project Type: Resurfacing Project

File Type: Document Files (\*.pdf \*.xls)

Plan Type: Right-of-Way Plans

Content Services ID:

Contract Number: N/A

No one has liked this yet

No one has downloaded this yet

Open

Save

Cancel

After you make any necessary changes, click Save.

Properties

Document Title: ?

123456-00-ROW.pdf

County: ?

Bedford

Region: ?

Region 3

Project Description: ?

SR-286 Bridge over Barren Fork River @ LM 2.54

Pin (#####.##): ?

123456.00

Design Creator: ?

Seandrell McLemore

Longitude: ?

W 86 27 32.0646

Latitude: ?

N 35 29 23.6214

Project Type: ?

Resurfacing Project

File Type: ?

Document Files (\*.pdf \*.xls)

Plan Type: ?

Right-of-Way Plans

Content Services ID: ?

Contract Number: ?

N/A

System Properties

However, you cannot change the system properties.

Document Title: 123456-00-ROW.pdf

County: Bedford

Region: Region 3

Project Description: SR-286 Bridge over Barren Fork River @ LM 2.54

Pin: 123456.00

Design Creator: Seandrell McLemore

Longitude: W 86 27 32.0646

Latitude: N 35 29 23.6214

Project Type: Resurfacing Project

File Type: Document Files (\*.pdf \*.xls)

Plan Type: Right-of-Way Plans

Content Services ID:

Contract Number: N/A

No one has liked this yet

No one has downloaded this yet

Open

Save

Cancel

## Printing a PDF

Step 3 includes alternate Page Handling settings that should be used if you want a sheet size other than what is defined in the PDF file such as half sizes from PDF full size sheets.

1. Open the PDF file with Acrobat.
2. Go to **File>Print** or click the Print icon
3. Make the following settings in the Print dialog to ensure that the sheets are scaled correctly.
  - Under **Printer** pick the printer or plot queue that has the desired sheet size for the plot.
  - In the Print dialog click on **Properties**:

Under Paper Source or Page Setup (depends on printer), set **Paper Size** based on the **desired paper size when printed**. Use the following as a guide:

- 17 x 11: Tabloid or 11X17
- 34 x 22: ANSI D 22 X 34 in
- 18 x 11: Arch C 12 X 18 in
- 36 x 22: Arch D 24 X 36 in

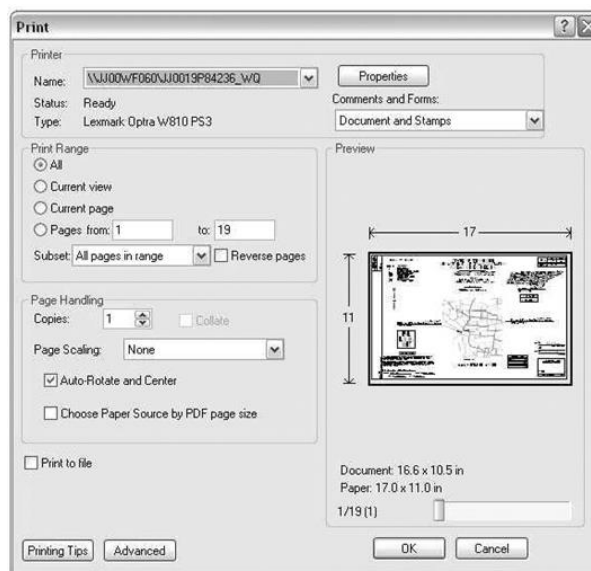
Printing Plan Sheet Size as defined in the PDF File

- In the Print dialog under Page Handling set:

**Page Scaling** to None

**Auto Rotate and Center** clicked ON

**Choose Paper Source by PDF page size** clicked OFF.

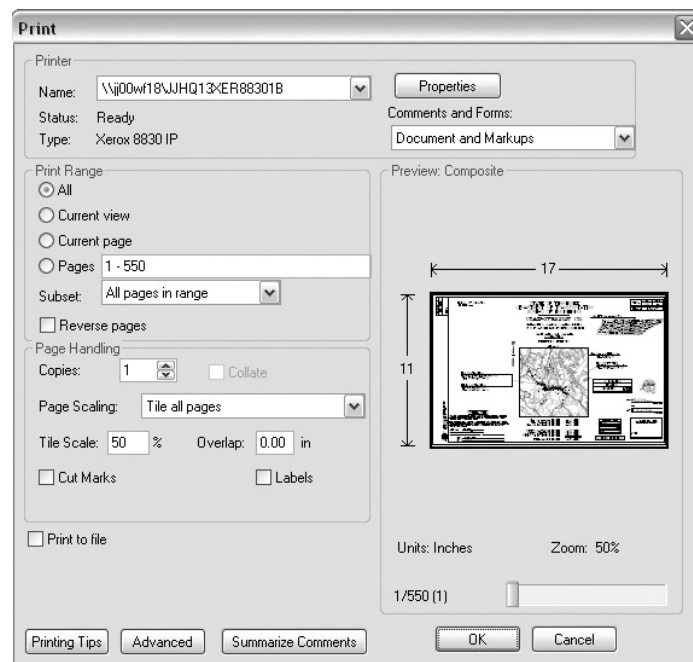


**PDF files generated using the standard plot shape (CO=254) will yield a half size Document dimension of 17.0 X 10.9 inches and data will be clipped slightly on the right when printed.** The example shown was generated using the MicroStation V8 PDF plot shape (CO=253) which is reduced in size to correct this problem.

### Printing Alternate Plan Sheet Sizes

- In the Print dialog under **Page Handling** set:

|                        |                                                                                             |
|------------------------|---------------------------------------------------------------------------------------------|
| <b>Page Scaling</b> to | Tile All Pages                                                                              |
| <b>Tile Scale</b> to   | 50% for half size from full size PDF sheets<br>200% for full size from half size PDF sheets |
| <b>Overlap</b> to      | 0.00                                                                                        |



### Collating Plan Sets

The following information for printing may vary per printer/plotter depending on whether prints come out face up or face down. What is written below applies to those used at HQ.

### Printing a Single Copy on a Plotter

- In the Print dialog under **Page Handling** set:  
**Reverse Pages** box should be checked

#### **Printing Multiple Copies on a Plotter**

- In the Print dialog under **Page Handling** set:  
**Copies** to Number required  
**Reverse Pages** box should be checked  
**Collate** box should be checked

#### **Printing Multiple Copies on a Printer**

- In the Print dialog under **Page Handling** set:  
**Copies** to Number required
- In the Print dialog under **Printer** select:  
**Properties** then **Job Options**
- In the Job Type dialog set:  
**Collate** box should be checked.

4. Click **OK** to print.

## **Guide Revisions:**

### **October 2010**

1. The manual now includes the contract number as an entry field. The designer will enter a space until the Contract Number is provided to them from their manager or PPRM so the project files properties can be updated in FileNet.
2. The coordinate values for FileNet are now being changed to the mid-point values used in the Excel Quantities file. Originally they had been the beginning ROW values. Designers do not need to change the values they have used on projects already in FileNet. For any new projects, they will use the mid-point values.

### **April 2011**

1. Information for printing a PDF of the plan sets has been added to the guide.
2. The guide title has now been modified to match what was listed on the Webpage.
3. Information for looking up the project contract number in PPRM was added.

### **October 2017**

1. Changed screen shots for some scenarios
2. Updated web links.

### **January 2018**

1. Updated web links.